



Dryden Flight Research Center  
Edwards, California 93523-0273

**DOP-A-008**  
**Revision: B**

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# **Dryden Organizational Procedure**

**CODE A**

## **NEGOTIATED PROCUREMENT DOCUMENTATION**

Electronically Approved by:  
Chief, Acquisition Management Office

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#### DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	ISSUE	PAGE	AMENDMENT DETAILS
11-2-98	Baseline		
See IDMS Document Master List	Revision A	3	Added signature block to cover page. Reformatted numbering sequence on page 3. Changed <b>QUALITY RECORDS</b> heading to <b>MANAGEMENT SYSTEM RECORDS</b> and reworded the sentence that follows.
See IDMS Document Master List	Revision B	1,2,3	Changed Sections 3a, 3b and 3g to clarify instructions. Revised this Document History Page.

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## NEGOTIATED PROCUREMENT DOCUMENTATION

### 1. PURPOSE

This procedure establishes the processes and responsibilities for contracting officers (COs) and contract specialists to obtain evaluation of contractor proposals and prepare the documentation required to support the negotiation process. Procurements using formal Source Evaluation Board/Committee procedures shall also be documented in accordance with [DCP-A-005](#).

### 2. APPLICABLE DOCUMENTS

FAR Subpart 4.8      *Government Contract Files*

FAR Part 15          *Contracting By Negotiation*

NFS Subpart 1804.8   *Government Contract Files*

NFS Part 1815        *Contracting By Negotiation*

NFS Part 1871        *Midrange Procurement Procedures*

[DCP-A-005](#)            *Source Evaluation Board/Committee (SEB/SEC) Process*

[DOP-A-003](#)            *Review and Execution of Procurement Documents*

### 3. INSTRUCTIONS

- a. COs/contract specialists shall coordinate the development of proposal formats, forms, and instructions to be included in the solicitations with the Acquisition Management Office's Analysis Section.
- b. Upon receipt of the contractor's proposal, COs/contract specialists shall determine whether *cost or pricing data* or *information other than cost or pricing data* have been submitted in accordance with FAR Subpart 15.4, NFS Subpart 1815.4 and the solicitation requirements. COs/contract specialists will request technical evaluation and pricing support as appropriate and ensure that a copy of the completed technical evaluation is incorporated in the cost/price analysis.

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- c. Requests for field-pricing support and technical evaluation shall include the scope and extent of the analysis required, any special conditions and comments peculiar to the procurement action, and the proposal documentation (any amendments, contractor's proposal, and any other supporting data). Guidelines and thresholds for the extent of cost/price analysis required for specific types of procurements are provided in the FAR. If adequate information is available for determining the reasonableness of the proposed cost/price, then field-pricing assistance is not required.
- d. The CO is responsible for determining price reasonableness for the prime contract, including subcontracting costs. (See FAR 15.404-3) The offeror or prime contractor is responsible for supporting the reasonableness of proposed costs including subcontracts. Written release or permission must be obtained from the subcontractor before the release of any audit information to a prime contractor or higher-tier subcontractor.
- e. For noncompetitive procurement actions, the technical evaluation and cost/price analysis shall serve as the primary input for the Government's position which shall be documented in a Pre-negotiation Position Memorandum (PPM). Concurrence and approval shall be in accordance with [DOP-A-003](#) for midrange acquisitions. The PPM, if required, and the results of negotiation will be in abbreviated form.

For competitive actions, the evaluation of the offers/proposals shall be in accordance with the evaluation criteria contained in the solicitation. For these procurements, the award/competitive range decisions will be documented in accordance with the FAR/NFS. The format for the report is contained in the FAR/NFS and is determined by the size and complexity of the action.

- f. In both competitive and noncompetitive fixed price procurements, PPMs are not required when the price is either (i) based on standard catalog list price of commercial items sold in substantial quantities to the general public, (ii) at or below prices set forth in Federal Supply Schedule contracts for identical items; or (iii) established as otherwise reasonable through adequate competition. For such procurements, the pre-negotiation position and determination of price reasonableness shall be documented in the contract file.
- g. At the conclusion of negotiations of a noncompetitive action, a Price Negotiation Memorandum (PNM) shall be prepared to document in the contract file the principle elements of the negotiated agreement (FAR 15.406-3). The PNM may include the circumstances of the particular procurement, the progression of the negotiation events, the rationale for any departure from the original pre-negotiation objective (including additional negotiation provided by the PPM approving official) and the settlement.

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#### 4. REVIEW AND APPROVAL

Review and approval of the documentation required for negotiated procurements shall be accomplished as prescribed in Review Policy Letter 97-1, dated April 21, 1997.

#### 5. LIST OF APPENDICES, DATA REPORTS, AND FORMS

None

#### 6. MANAGEMENT SYSTEM RECORDS

Management System Records are maintained in the Acquisition Management Office.